



Subdivision Plat Application

Campbell County and Municipal Planning & Zoning Commission

1010 Monmouth Street

Newport, Kentucky 41071

Phone: (859) 292-3880

Fax: (859) 547-1868

www.campbellcountky.org

***ALL BLANKS MUST BE COMPLETELY FILLED OR
THE APPLICATION WILL NOT BE ACCEPTED*****

Section A (to be completed by the applicant)

1. Type of Review:

☐ Preliminary Plat

☐ Final Plat

2. Jurisdiction/Location:

☐ Unincorporated Campbell County

☐ City of Melbourne

☐ City of Crestview

☐ City of Silver Grove

☐ City of Southgate

☐ City of Woodlawn

3. Name of Project _____

4. Location of Project _____

5. Acreage Under Review _____ No. of lots _____

6. Current Municipal Zoning Designation of Property _____

7. Is the Site Subject to a:

Variance _____ If so, Date of Approval? _____

Conditional Use Permit _____ If so, Date of Approval? _____

8. Was the Site Subject to a Zone Change? _____ If so, Date of Approval? _____

Case Number_____

9. Proposed Improvements(s)_____

10. Applicants Name_____
Phone Number_____ Fax Number_____
Applicant's Address _____

City State Zip

11. Surveyor's Name_____
Phone Number_____ Fax number_____
Address _____

City State Zip

12. Lot Number and Name of Subdivision (if part of a subdivision)

13. Owner of Property_____ Phone Number_____
Address _____

City State Zip

14. Height of Proposed Building(s) or Addition_____

15. Square Footage of Existing Building(s)_____

16. Square Footage of Proposed Building(s) or Addition_____

17. Deed Book_____ Page No._____ Group No. _____

18. I, or we, understand and agree that this application and drawing(s) are being filed in accordance with the Campbell County Subdivision Regulations and that all construction work will be performed in accordance with the Campbell County Subdivision Regulations.

Applicant's Signature_____ Date_____

Property Owner's Signature_____ Date_____

Section B (Submission Requirements - to be completed by the applicant)

1. *Preliminary Plat Submission Requirements:*
 - A. One (1) copy of this Application.
 - B. **Thirty (30) days prior to the meeting, twenty (20) PRE-FOLDED copies of the Preliminary Plat, stamped and signed by a Kentucky Licensed Professional Land Surveyor and a Kentucky Licensed Professional Engineer (if necessary)** and meeting all the requirements of Article III and Article IV of the Campbell County Subdivision Regulations shall be submitted.
 - C. Fee (s) as per current Campbell County Zoning Fee Schedule.
2. *Final Plat Submission Requirements:*
 - A. One (1) copy of this Application.
 - B. **Two (2) paper copies and two (2) mylar copies** of the Final Plat, **stamped and signed by a Kentucky Licensed Professional Land Surveyor** and meeting all the requirements of Article V of the Campbell County Subdivision Regulations shall be submitted to this office.
 - C. **Two (2) copies** of **As-Built** drawings in accordance with Article III, of the Campbell County Subdivision Regulations.
 - D. Where concrete or asphalt streets are being constructed, copies of all Geotechnical testing results shall be submitted.
 - E. Fee (s) as per current Campbell County Zoning Fee Schedule.

Section C (to be completed by the Campbell County Zoning Staff)

1. Date Received _____ Fee Received _____
2. Is this application complete Yes No
3. Staff Reviewer _____ Scheduled Public Hearing Date _____
5. Staff and Committee Recommendation:
 - Approved
 - Approved (with conditions see #6)
 - Denial (see #7)
6. Conditions of approval: _____

7. Reasons for Denial: _____

